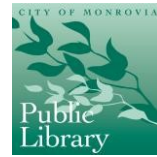




**CITY OF MONROVIA
LIBRARY BOARD
AGENDA REPORT**



DEPARTMENT: Community Services

MEETING DATE: January 27, 2022

PREPARED BY: Carey Vance,
Library Manager

AGENDA LOCATION: AR-2

TITLE: 2020-2010 California Public Library Survey Report

OBJECTIVE: To provide the Library Board with an overview of the California Public Library Survey and the 2020-2021 findings

BACKGROUND: The California State Library collects annual data from all public libraries according to the Education Code 19320-19328 and it becomes part of the national collection of information on the nation's public libraries that is coordinated by the Institute for Museum and Library Services. In addition, the Monrovia Municipal Code provision 2.64.050 outlines the Library Board's role in approving an annual report on the Library for both the City Council and State Librarian. The data reported here represents library activity and expenditures for FY 2020-2010. Staff filed Monrovia's draft report with the State Library on October 12, 2021. The State Library typically publishes the data on their website by early 2022. Previous years reports are available on the State Library website for review and comparison. Staff will continue to provide the Library Board with an annual report on the California Public Library Survey.

ANALYSIS: The data used for the Public Library Survey is developed from the annual circulation and programming statistics kept by the library. This reporting period also includes the impact of the library closure due to the Covid-19 pandemic and the subsequent introduction of virtual programming and services from March 2020 to April 2021.

Due to the strict guidelines the State Library uses for data reporting and the changes that can happen from year to year, there are a few areas that require further explanation:

Section 3, Library Income-Fields #3.1 to 3.4 – Local Government, State Funds & Other Operating Income: Due to staff resignations or retirements, the library had vacant positions that resulted in reduced staffing costs from FY19/20 (\$2,513,060) to FY20/21 (\$2,336,335). The library received several grants from the State Library in FY20/21, including: the Shared Vision Grant (\$66,870), the Crisis Collection Grant (\$5,000), the California Library Literacy Services Grant (\$28,972) the Family Literacy Grant (\$54,000), and the Youth Services Virtual Programming Grant (\$11,984). The total of state grant funds was higher in FY20/21 compared to FY19/20 due to the Shared Vision and Virtual Programming grants. The pandemic and library closure also impacted Field #3.4 since fine and fee collection was put on hold during the closure from March 2020-April 2021. Donations were also impacted, as the pandemic affected local businesses as well as fundraising efforts by the library's Friends and Foundation.

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Section 5, Library Staff-Fields #5.1, 5.5, & 5.6 – Total Count of Persons Employed, Staff FTE, & FTE Volunteers: the library was in the process of recruiting staff to fill vacant positions when the pandemic started and thus, was unable to fill the positions in FY19/20 or FY20/21. In Field #5.6, volunteers were unable to work onsite while the library building was closed, with a limited number of volunteers providing virtual support in the Literacy and Veterans programs, so the total number of volunteer hours remained low in FY20/21.

Section 6, Library Collections-Field #6.7 & 6.9-6.11 – Total Print Materials Held and # of Electronic Books/Audio Materials/Video Materials: The library closure afforded staff the opportunity to review, update, and inventory the collection, removing materials that were out of date or damaged. Staff also removed missing items from the catalog to ensure an accurate search for patrons. Maintaining an up to date, relevant collection is one of the key elements of the library's Strategic Plan and the review took place over nearly two years. Purchasing of replacement materials began in FY21/22. The pandemic continued a trend of increased use of eMaterials, resulting in the purchase of additional eBooks and downloadable audio materials by staff. The number of eMaterials continued to grow, with 39,107 total eMaterials in the collection in FY20/21.

Section 7, Library Services-Fields #7.1 to 7.3 – Hours Open, Library Visits, & Reference Transactions: the closure of the library from March 2020-April 2021 due to the pandemic greatly impacted the total number of hours open in FY20/21 as well as the number of visits and number of reference transactions. The library reopened on May 3, 2021 with limited hours and returned to its regular operating hours on June 1, 2021.

Section 7, Library Services-Fields #7.20-7.22 – Total Annual Circulation, Total Electronic Content Use, & Total Content Use: the library closure from March 2020-April 2021 impacted physical item circulation. Curbside Pickup Service launched on July 6, 2020, giving access to materials during limited hours while reopening saw a slow, steady increase to circulation statistics in May and June 2021. The usage of eMaterials continued to increase during the pandemic.

Section 7, Library Services-all fields under Live Programming: Due to the unique circumstances of the pandemic, programming statistics were split into two categories, one for live, in-person and virtual programming and one for recorded virtual programming. Live virtual programs include Zoom programs, Literacy workshops, TAB meetings, and Veterans trainings. Overall, with the library closure from March 2020-April 2021, the live in-person program attendance and number of programs for the fiscal year was less than the previous years. With school sites closed, the Monrovia Reads Van had limited opportunities for outreach during FY20/21, with a total of 14 visits serving 876 community members. Despite the interruptions of COVID and the recalibrating to virtual programming, staff still were able to provide a total of 377 programs for a total of 2,942 participants in FY20/21.

Section 7, Library Services-all fields under Recorded Programming: Virtual programming continued in FY20/21, with storytimes, crafts, community interviews, and makerspace videos posted on the library's social media pages. During FY20/21, staff created a total of 212 videos with 22,862 views.

Section 9, Bookmobiles-Field #9.20 & 9.21 – Number of Stops & Service Hours: In FY19/20, staff launched a new schedule for the Monrovia Reads Van that ensured each of the 10 schools in the district received a visit from the van. Expanding the original route from the five elementary schools to include Monrovia High School, Canyon Oaks High School, Clifton Middle School, Santa Fe Middle School, and the Canyon Early Learning Center meant all students were able to access library services at their school sites and van service hours expanded. The numbers listed are the normal operating hours. With school sites closed during FY20/21, the van had a limited schedule but returned to schools in September 2021.

Section 9, Bookmobiles-Field #9.28 – Circulation Total: Due to virtual learning and closures, the van was unable to visit any schools during its regular service year but did provide visits to the Boys & Girls Club summer school programs from June-August 2021, resulting in 10 items being borrowed by the students. The new electric, customized van returned to campuses in September 2021.

Section 10, Library Outlets-Field #10.24, 10.24a, & 10.24b– Hours Open Annually & Number of Weeks Closed/Limited Occupancy: The library building closed on March 13, 2020 and reopened with limited hours on May 3, 2021. The library returned to regular operating hours on June 1, 2021. This resulted in the building only being open 8 weeks in FY20/21 though library services were still made available during the closures with Curbside Pickup and virtual programming.

FISCAL IMPACT: There is no fiscal impact associated with this report.

RECOMMENDATION: Staff recommends the Library Board move to review and recommend City Council approval of AR-2 202-2021 California Public Library Survey Report.

LIBRARY BOARD ACTION REQUIRED: If the Library Board concurs the appropriate action would be a motion to: ***Review and recommend City Council approval of AR-2 2020-2021 California Public Library Survey Report.***

NOTE: for further reference, please see attached 2020-2021 California Public Library Survey

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